

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND

POSITION DESCRIPTION

POSITION TITLE: CAREER/VOCATIONAL EDUCATION SPECIALIST

POSITION LOCATION: ASDB

POSITION REPORTS TO: Principal

POSITION SUPERVISES: Educational Interpreters, Site Trainers, Job Developer,
Teacher (Vocational/Industrial Arts), Work Education Clerk

MINIMUM QUALIFICATIONS:

- Master's degree in education of the deaf, rehabilitation counseling, or related field.
- Minimum of 5 years experience working with the deaf.
- Three (3) years experience with Career Education, Vocational Education, or Vocational Rehabilitation.
- Fluent in American Sign Language.
- Certificated or eligible to be certificated by Arizona Department of Education or appropriate certificate/credential/license as required by Policy and Procedures.
- Certificated or eligible to be certificated as a supervisor by AZ State if degree in education within two years of hire or placement in position. Performance appraisals for certificated staff will be conducted jointly with Principal if degree is not in education.
- Experience as a supervisor or work leader.

PREFERRED QUALIFICATIONS:

- Arizona Department of Education teaching and supervisory certificates.
- Experience in a school or program for the deaf in a supervisory position.

MAJOR DUTIES & RESPONSIBILITIES:

- Supervises, evaluates, and recommends personnel actions for employees supervised.
- Participates in and recommends hiring new staff, training and handles employee related issues of staff.
- Evaluates department personnel as required by policy. (Performance issues related to certified/certificated staff will be addressed in conjunction with principal if degree is not in education).
- Develops, implements, coordinates career/vocational education programs.
- Monitors and develops Individualized transitional plans for students 14 years and older.
- Supervises and coordinates off campus vocational programs, work experience and vocational assessment. Coordinates Vocational Rehabilitation services for PDSB students as well as transition to post secondary programs.
- Administers Vocational Rehabilitation Grant.
- Coordinates summer work program.
- Tracks information on graduates.
- Adheres to the philosophy and policies of school and agency.
- Other duties as assigned.

KNOWLEDGE & SKILLS:

Knowledge of state and federal vocational education, work and employment laws. Knowledge of hearing loss and its social and educational implications. Skilled in working with SIMMH students. Knowledge of Maricopa County government agencies and service agencies. Strong knowledge of colleges and universities that have services for the deaf. Knowledge of business and job sites throughout the city. Knowledge of city streets in Maricopa County. Knowledge of secondary public school organizations. Good planning and organizational skills. Good writing skills. Ability to communicate effectively with parents and other staff members. Ability to work cooperatively with state agencies and businesses. Knowledge and skill in grant writing. Knowledge and skill in effective supervision of employees.

PAY PLAN: <u>Certified</u>	GRADE: <u>Open</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised: 7/2006</u>
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